

Information Technology Management
Head, Judge Advocate Information,
Plans, and Programs
Headquarters Marine Corps

I. INTRODUCTION

1. The Judge Advocate Division, Headquarters U.S. Marine Corps (JAD, HQMC), has cognizance over all phases of Marine Corps law practice (excluding business and civilian personnel law). The Staff Judge Advocate to the Commandant of the Marine Corps has authority over a system of Marine Corps legal offices and detachments consisting of the approximately 80 Staff Judge Advocate offices, Legal Services Support Sections (LSSS), Marine Corps Base offices (MCB), and their detachments and branch offices. Although subject to fluctuation over time, the Judge Advocate Division (JAD) provides function-related Marine Corps and public information services, direct information technology support: to approximately 50 users, and indirect support to another 900 global users.

2. As Supervisor the incumbent provides overall leadership, management, and definition of all major Information Technology (IT) activities and day-to-day IT operations of JAD and serves as the principal advisor to the Staff Judge Advocate regarding IT and knowledge management and their specialized application in provision of military legal practice services. Responsible for the entire IT infrastructure including information assurance, hardware, software applications development, Local Area Networks (LANs), and Internet operations. Oversees analysis, design, implementation, and life cycle management of military law-practice specific software applications.

II. MAJOR DUTIES

1. Formulates and executes information technology initiatives to include planning, design, acquisition, implementation, and operation. Defines application of IT in the military legal practice environment of JAD with special emphasis on the relationship and unique demands upon use of IT in military law practice, including legal professional responsibility and ethics. Participates with top decision makers in setting program goals, providing key input into policy development and establishing IT mission priorities. Develops policies and standards related to the scope and extent of services provided.

2. Incorporates military law practice needs and requirements in the planning, design, acquisition, operation, and maintenance of software applications and infrastructure.

3. Directs systems and software application requirements analysis; application design, acquisition or customization; functionality assessment; implementation; and life-cycle management.
4. Applies knowledge management principles in the IT context to support mission performance, training, and quality improvement of the JAD, Judge Advocates, Legal Specialists, and Reservists.
5. Serves as the JAD senior knowledge management advisor.
6. Supervises the JAD Library and manages the Library budget to include the procurement of library materials for field legal offices Marine Corps wide.
7. Manages JAD infrastructure, services, operations and life-cycle management. Establishes and executes network administration policies.
8. Directs and supervises performance of JAD Headquarters Judge Advocate Information, Plans, and Programs (JAI) personnel.
9. Serves as the liaison with Legal Research vendors for budget and contract purposes.
10. May serve as a Technical Representative Liaison with Contracting Officers to monitor performance and ensure products and services meet requirements.
11. Serves as JAD spokesperson and representative to Government agencies, committees and working groups pertaining to IT, legal professional IT organizations, and IT industry advisory entities such as the Chief Information Officers' Council, Department of Defense (DoD) Joint Legal Information Technology Committee, DoD General Counsel's Committee on Use of Technology in the Military Justice System, and Law Net.
12. Applies a basic understanding of information security and risk analysis to the publication and dissemination of web-based content and applications. A security certification such as ISC2's CISSP certification is desired. For the purposes of this position, the CISSP will confirm a working knowledge of information security and confirm passing of a rigorous security related examination.

III. FACTORS

FACTOR I - KNOWLEDGE REQUIRED BY THE POSITION

1. Mastery of IT theories, principles, concepts, standards, and practices sufficient to:

a. develop new theories, concepts, principles, standards, and methods in the specialty area of military legal practice information technology;

b. advise JAD or supporting DoD activities on a variety of situations and issues that involve applying new theories, concepts, principles, standards, methods, or practices, that are developed by the incumbent or result from the incumbent's leadership; and,

c. serve as senior expert and consultant to top JAD management officials to advise on integrating IT programs with other programs of equivalent scope and complexity.

2. Basic understanding of military legal processes including military justice, administrative law, claims, legal assistance; and legal professional responsibility sufficient to:

a. apply information technology to support and improve the legal business process of JAD and field offices;

b. oversee design, implementation, and life-cycle management of information technology applied in support of JAD and field offices; and,

c. serve as senior expert and consultant to top JAD management officials to advise on integrating IT programs in military legal practice in conformity with legal professional responsibility standards.

FACTOR 2 - SUPERVISORY CONTROLS

1. The incumbent will receive general supervision and broad policy guidance and /or general direction from the Deputy Staff Judge Advocate, JAD.

2. The Supervisor provides administrative and policy direction in terms of broadly defined missions or functions of JAD.

3. The incumbent is responsible for the JAD IT program; defines IT objectives; interprets policies promulgated at the Departmental level and determines their effect on program needs; independently plans, designs, and carries out the work to be done; and is the JAD legal IT authority.

4. The supervisor reviews work for potential impact on JAD policy objectives and program goals; normally accepts work as being technically authoritative; and normally accepts work without significant change.

5. The incumbent's completed work will be reviewed in terms of its fulfillment or objectives and compliance with overall Marine Corps policy.

FACTOR 3 - GUIDELINES

1. Guidance primarily consist of Federal, DoD, Department of the Navy (DON), and Marine Corps regulations, policies, standards, and procedures. While providing general and/or specific guidance, these guidelines do not dictate the precise approach to follow when accomplishing work, completing tasks, managing programs, or implementing internally developed or externally directed initiatives, programs, or actions.

2. The incumbent uses guidelines that are often ambiguous and express conflicting or incompatible goals and objectives, requiring extensive interpretation.

3. The incumbent uses judgment and ingenuity and exercises broad latitude to: determine the intent of applicable guidelines; develop policy and guidelines for specific areas of work; and formulates interpretations that may take the form of policy statements and guidelines. Top JAD management officials and senior staff recognize the incumbent as a technical expert.

FACTOR 4 - COMPLEXITY

1. Work consists of broad functions and processes such as planning and leading efforts to address issues in areas where precedents do not exist and establishing new concepts and approaches. Assignments are characterized by exceptional breadth and intensity of effort and often involve several activities being pursued concurrently or sequentially with the support of others within or outside JAD.

2. The incumbent decides what needs to be done by conducting extensive investigation and analysis of largely undefined factors and conditions to determine the nature and scope of problems and to devise solutions.

3. The incumbent makes continuing efforts to develop new concepts, theories, or programs, or to solve problems that have previously resisted solution.

FACTOR 5 - SCOPE AND EFFECT

1. Work involves isolating and defining unprecedented conditions; resolving critical problems; and/or developing, testing, and implementing new technologies.
2. Work affects the work of other technical experts or the development of major aspects of Judge Advocate Marine Corps wide IT programs.

FACTOR 6 - PERSONAL CONTACTS

Individuals or groups from outside the agency, including consultants, vendors or representatives of professional associations, the media, or public interest groups, in moderately unstructured settings. Contact may also include Departmental officials who are several managerial levels removed from the incumbent when such contacts occur on an ad hoc basis. Must recognize or learn the role and authority of each party during the course of the meeting.

FACTOR 7 - PURPOSE OF CONTACTS

To present, justify, defend, negotiate, or settle matters involving significant or controversial issues; e.g., recommendations changing the nature and scope of programs or dealing with substantial expenditures. The work usually involves active participation in conferences, meetings, hearings, or presentations involving problems or issues or considerable consequence or importance. Persons contacted typically have diverse viewpoints, goals, or objectives requiring the incumbent to achieve a common understanding of the problem and a satisfactory solution by convincing them, arriving at a compromise, or developing suitable alternatives.

FACTOR 8 - PHYSICAL DEMANDS

The work is sedentary. Some work may require walking and standing in conjunction with travel and attendance at meetings and conferences away from the work site. Incumbent may carry light items such as papers, books, or notebook computers or drive a motor vehicle. The work does not require any special physical effort.

FACTOR 9 - WORK ENVIRONMENT

The work area is adequately lighted, heated, and ventilated. The work environment involves everyday risks or discomforts that

require normal safety precautions. Incumbent may occasionally be exposed to uncomfortable conditions in such places as research and production facilities.

IV. OTHER REQUIREMENTS

1. A SECRET clearance is required. Failure to maintain a SECRET clearance may result in dismissal.
2. This position requires occasional travel away from the normal duty station; may involve travel on military and commercial aircraft; may involve overtime on an emergency basis; may require work other than normal duty hours which may include evenings, weekends, and/or holidays.
3. This position is designated a "non-emergency-essential" position for mobilization purposes.